

Assessing Your Readiness Worksheet

Show Me Am I Ready Scale

The Show Me Am I Ready scale is designed to help you and your partners decide if you are ready to develop and implement an intervention. With your partners around the table, use this worksheet to help you assess if your partnership is ready to begin or if there are areas you need to work on before you begin. For each of the numbered items, please circle the most appropriate response for each item ("Good," "Fair," or "Poor"). In order for you and your partners to determine the most appropriate responses, please also consider the supporting questions for each item. For example:

- For a "Good" response: You and your partners should have considered most of the supporting questions and have taken some action to address them.
- For a "Fair" response: You and your partners may have considered some of the supporting questions and have brainstormed ways to work on them.
- For a "Poor" response: You and your partners may have not considered most of the issues and still have some work to do before you can answer the questions.

Once you have determined your answers, enter your responses online in the [Intervention MICA Show Me Am I Ready page](#) to receive your readiness score!

1. The level of support we have from those who will be affected by the intervention is...	Good	Fair	Poor
<i>Before you answer, have you and your partners considered or addressed the following?</i>			
• Who will be affected (family members, coworkers, neighbors, community members)?			
• Have we taken steps to describe or get to know our community of interest?			
• Have we talked to these individuals about the intervention or asked them about their needs?			
• Has our population expressed an interest or concern about the issues your intervention will address?			
• Have we received positive responses and encouragement from different groups or stakeholders (demographic, political, or geographic)?			
• Have we identified key informants or contacts within your community?			
2. The level of political support we have from key-decision makers is...	Good	Fair	Poor
<i>Before you answer, have you and your partners considered or addressed the following?</i>			
• Who are the key decision-makers (organizational, administrators, legislators, or advocacy groups)?			
• Have we identify these individuals; interests and how to appeal to them?			
• Have we talked to these individuals about the intervention or asked for their opinions on what might work?			

<ul style="list-style-type: none"> Have we received buy-in from key decision-makers that shows that they will support your work? 			
<ul style="list-style-type: none"> Have we considered ways to directly involve key-decision makers in our processes? 			
3. The extent to which we've engaged partners-individuals or organizations-to assist us in the planning and implementation of the intervention is...	Good	Fair	Poor
<i>Before you answer, have you and your partners considered or addressed the following?</i>			
<ul style="list-style-type: none"> Who are potential partners? 			
<ul style="list-style-type: none"> Have we included individuals or groups with public health experience as well as those from other fields (e.g., public policy, education, or social services?) 			
<ul style="list-style-type: none"> Have we included individuals who will be affected by the intervention to help you plan? 			
<ul style="list-style-type: none"> Have we thought about what level of involvement will be expected of partners? 			
<ul style="list-style-type: none"> Have we thought about how partners will participate in shared decision making? 			
4. The level of administrative support we have from my organization is...	Good	Fair	Poor
<i>Before you answer, have you and your partners considered or addressed the following?</i>			
<ul style="list-style-type: none"> Who are the key decision-makers and administrators for our organization? 			
<ul style="list-style-type: none"> Have we considered the administrative resources we need? 			
<ul style="list-style-type: none"> Have we identified organizations that will support our work and allocate resources to us? 			
<ul style="list-style-type: none"> Have we received positive responses and encouragement from administration? 			
5. The amount of funding we have for planning and implementing the intervention is...	Good	Fair	Poor
<i>Before you answer, have you and your partners considered or addressed the following?</i>			
<ul style="list-style-type: none"> What is our current budget for the intervention? Will it be sufficient? 			
<ul style="list-style-type: none"> How long do we want to sustain the intervention? Do we need more funds? 			
<ul style="list-style-type: none"> Have we identified and/or applied for funding from other sources? 			
6. The number of people we have to work on the intervention is...	Good	Fair	Poor
<i>Before you answer, have you and your partners considered or addressed the following?</i>			
<ul style="list-style-type: none"> How many individuals do we have to plan and implement the intervention? 			
<ul style="list-style-type: none"> How much time can each individual spend? Will this 			

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Readiness and Preparation

change over time?			
• Have we defined roles and duties for individuals?			
• How many individuals do we need for day-to-day operations? Do we need others for special events or activities?			
7. The resources we have readily available to plan and implement the intervention are...	Good	Fair	Poor
<i>Before you answer, have you and your partners considered or addressed the following?</i>			
• What are our space and equipment needs?			
• What are our technology needs?			
• Where can we find resources we might need out in the community?			
8. Our team's level of skills and expertise to plan and implement the intervention is...	Good	Fair	Poor
<i>Before you answer, have you and your partners considered or addressed the following?</i>			
• What are the skills and expertise on our team?			
• What are our training needs?			
• What are our technical assistance needs?			
• Will we need to bring in other outside help (e.g., consultants or contractors)?			
9. The strength of our team's leadership is...	Good	Fair	Poor
<i>Before you answer, have you and your partners considered or addressed the following?</i>			
• Who are the leaders on our team?			
• Do the leaders motivate and support the team?			
• Do we have shared leadership? How do we define leadership roles?			
• Does our team respond favorably to the leaders?			
10. Our ability to work together as a team is...	Good	Fair	Poor
<i>Before you answer, have you and your partners considered or addressed the following?</i>			
• Does our team communicate effectively?			
• Do team members trust one another and work well together?			
• Is our team organized and efficient?			
• Does our team speak with a unified voice?			
• What steps have we taken to incorporate team members in intervention process and activities?			
• Do all of our team members actively contribute?			

See [Intervention MICA Show Me Am I Ready page](#) to evaluate your score.